

California Department of Veterans Affairs



Veterans First

Classification: **Staff Services Analyst (\$2632-\$4155)**
This position is subject to Post and Bid provisions

12-Month Limited Term, Full Time
(This position may be approved to permanent status pending budget approval)

Location: EEO Office
1227 O Street, Sacramento, CA

Who Should Apply:

Current State employees within these classifications or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY.
FOR POST AND BID: INTERESTED AGPA EMPLOYEES OF CDVA MUST COMPLETE CDVA/HR FORM #05-019. FOR ADDITIONAL INFORMATION, GO TO DEPARTMENT INTRANET SITE.

Duties and

Responsibilities: *Under direct supervision of the EEO/Civil Rights Officer:*

- Act in the capacity of EEO Investigator; conduct EEO discrimination complaint investigations, gather and analyze data, prepare investigative reports and correspondence, discuss findings and make recommendations to the EEO/Civil Rights Officer.
- Act in the capacity of EEO Counselor; mediate and seek resolution to discrimination complaints and miscellaneous departmental issues, analyze findings, prepare reports and correspondence; general office duties.
- Provide support to the Reasonable Accommodation Coordinator (EEO Manager) via processing of request forms and supporting documentation.
- Research and respond to inquiries from external compliance agencies and requests for information from managers, supervisors and employees; analyze statistical data for annual reporting requirements for State Personnel Board.
- Provide analytical support to the EEO/Civil Rights training function via presentation preparation and travel as required.
- Advise the EEO/Civil Rights Officer on EEO policy and procedural development represent the agency at external EEO meetings/events; other duties as required.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
1227 O Street, Room 402
Sacramento, CA 95814

Attn: Jacquie Hayes
Reference M-80 # 023 – 06/07

Inquiries:

Voice: (916) 653-2535
TDD: (916) 653-1960

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: **September 12, 2006**